

CITY OF CARLSBAD

COUNCIL POLICY STATEMENT

General Subject: ADMINISTRATION  
Specific Subject: Standing Operating  
Procedure for City  
Studies

Policy No. 14

Date Issued 11-21-72

Effective Date 11-21-72

Cancellation Date

Supersedes No.

Copies to: City Council, City Manager, City Attorney, Department and  
Division Heads, Employee Bulletin Boards, Press, File

PURPOSE:

To state a City policy establishing a standard method for conducting studies.

STATEMENT OF POLICY:

1. Studies shall be of two categories:
  - A. Legislative - the production of data/information requested by the City Council.
  - B. Administrative - the production of data/information for the City Manager or a Department Head which requires more than one man day's labor by two or more departments.
2. Study definitions and statements will be the responsibility of the City Manager.
3. Study assignment will be made by the City Manager subject to the approval of the City Council for legislative studies.
4. Unless otherwise provided, reproduction and distribution of completed studies will be the responsibility of the City Manager.

PROCEDURE:

Study preparation, method, and format will be as prescribed by the City Manager in an Administrative Standing Operating Procedure for Studies.

## CITY OF CARLSBAD

### STANDING OPERATING PROCEDURE FOR STUDIES

- I. Purpose. The purpose of this Standing Operating Procedure is to serve as a guide for the preparation of studies and reports. It provides a recommended procedure to be used in gathering, examining and reporting information. It further provides a recommended format as an aid in organizing and presenting information.
- II. Problem Definition. When a staff member is assigned a study, a precise statement of the problem is required. Such a statement provides direction and limits to the investigation. The verbalization of the problem is a function and responsibility of the City Manager.
- III. Study Assignment. Study assignment will be made by the City Manager by means of an appointing memorandum. The memorandum will include a problem statement, priority, deadline and directions as to scope, depth and coordination desired. The priority assigned will be reported to the City Council and may be changed as the Council directs. Studies will be numbered consecutively by calendar years, i.e., 1-72. Assignment numbers will be issued by the City Manager and reported to the City Council.
- IV. Control. Upon assignment to conduct a study, the staff officer designated will begin a Study Control Sheet in duplicate. One copy will be retained by the responsible individual and the other copy will be retained by the City Manager. Study Control Sheets will be updated not later than the close of working hours Wednesday preceding a regular City Council meeting.
- V. Procedure. Standard procedures listed below will serve to provide direction and to assure that decision makers receive all essential information.
- A. Study definitions
    - 1. Legal definitions related to the problem
    - 2. Definitions established for the study
  - B. Review of previous research done on the subject
  - C. Examination of the current situation existing in the City which may include:
    - 1. Organization
    - 2. Methods of operation
    - 3. Procedures
    - 4. Budgets
    - 5. Costs
    - 6. Examples of documents, etc. relating to the study
  - D. Examination of similar and adjacent situations
  - E. Analysis of information produced
    - 1. What facts are provided by research to this point?

- F. Identification of possible courses of action for problem solution
- G. Analysis of possible courses of action
  - 1. What would each course of action provide to the City?
- H. Comparison of courses of action
  - 1. Advantages provided the City
  - 2. Disadvantages incurred by the City
- I. Conclusions
- J. Recommendations

VI. Format. A standard method for presenting studies makes them easier to read and more understandable. The following format is recommended as a means of aiding decision makers when they receive such studies:

- A. Cover
  - The cover would present a "bare bones" resume of the investigation to include --
  - 1. Date
  - 2. Name of study by short title. Example: Water Rate Study
  - 3. Name of investigator or study group
  - 4. Problem statement
  - 5. Study conclusions
  - 6. Study recommendations
- B. Introduction
  - 1. Identifying information
    - a. Date of report
    - b. Date study authorized
    - c. Study number
    - d. Study long title. Example: A Study to Determine the Amount and Method of Increasing Water Rates and Ready-to-Service Charges for the City of Carlsbad Water System
    - e. Title of investigator
  - 2. Statement of the problem
  - 3. Method of conducting study
  - 4. Study definitions and/or assumptions
- C. Discussion
  - 1. Discussion
  - 2. Statement of facts
  - 3. Identification of courses of action
  - 4. Analysis of courses of action
  - 5. Comparison of courses of action
- D. Summary
  - 1. Conclusions
  - 2. Recommendations
- E. Enclosures

VII. Distribution.

- A. Copy, Reproduction and Distribution

Once a study is completed, the staff officer concerned will submit the final report to the City Manager for required copying, reproduction and distribution.

B. Presentation

Completed and reproduced studies would be presented to the Mayor and City Council as part of an Agenda Bill. In this manner study results become part of the permanent record of City business.

C. Filing

Upon completion of Council action, or at the direction of the Council, all study reports will be forwarded to the City Clerk for inclusion in the official files of the City.

## STUDY CONTROL RECORD

Study Title \_\_\_\_\_

Study Number \_\_\_\_\_ Priority \_\_\_\_\_

Date Assigned	Date Due
---------------	----------

Date Completed \_\_\_\_\_ Date Submitted \_\_\_\_\_

1. Statement of the problem
2. Review of previous research
3. Examination of current situation
4. Examination of similar situations
5. Analysis of information
6. Identification of courses of action
7. Comparison of courses of action
8. Conclusions
9. Recommendations
10. Report preparation
11. Report reproduction
12. Report distribution
13. Comments: